2022 Spring Election Preparation

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Introductions

- Aaron Knautz- WisVote Trainer
- Patrick Brennan- WisVote Trainer
- Sarah Statz- WisVote Specialist
- Ann Oberle- WisVote Specialist
- Jeffrey Harrison- WisVote Specialist

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Training Overview

- ✓Polling Places
- ✓Election Plans
- ✓Reporting Units
- ✓Ballot Styles
- ✓Data Quality
- ✓Poll Books
- ✓Questions

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Polling Places

- Only assign 1 polling place to an address (unless polling place has multiple rooms used for voting)
- Election Plans may be adjusted to accommodate different polling place assignments for different elections or election types (wanting to combine locations for School District contests, contact WEC immediately for assistance)
- Prior to setting up Election Plan, review Polling Place locations (if applicable, new polling location should be added to WisVote via Polling Places tile before it can be included in Election Plan)
- Accurate polling place information essential and tied directly to MyVote Wisconsin

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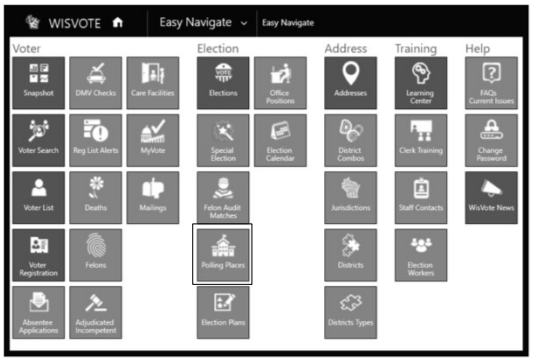

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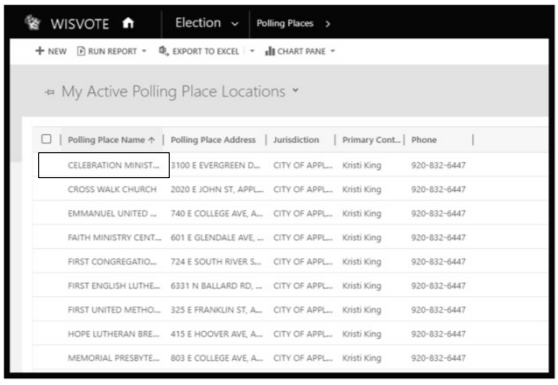

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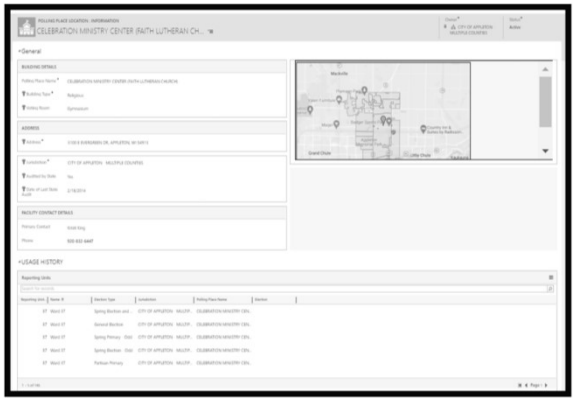

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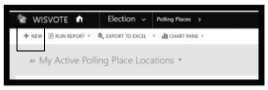

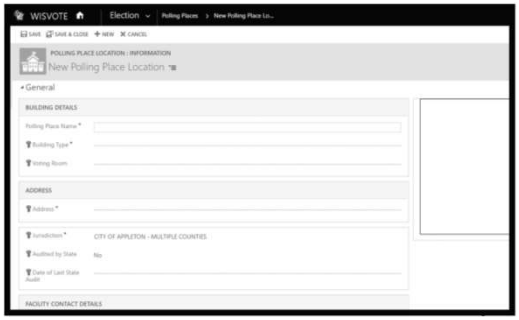

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Election Plans

- **Election Plans** tile (not Elections tile)
- Every election type is set up in WisVote

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Election Plans

- Information contained generates correct ballot style(s)
- Correct election plans ensures MyVote users receive correct polling locations and sample ballots – cannot see until plan is set up

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Reporting Units

- Verify with County how the electronic voting equipment is programmed to determine how to set up reporting units
- Plan will already be there for most municipalities
- Municipalities with population < 35,000 will create reporting units and assign each to a polling place
- Municipalities with population > 35,000 . . . WisVote will automatically create individual Reporting Units for each ward and will assign each ward to a polling place

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Reporting Units

- Poll books will print by reporting unit
- Reporting units cannot combine Congressional, State Senate or State Assembly districts
- Reporting units cannot cross county lines

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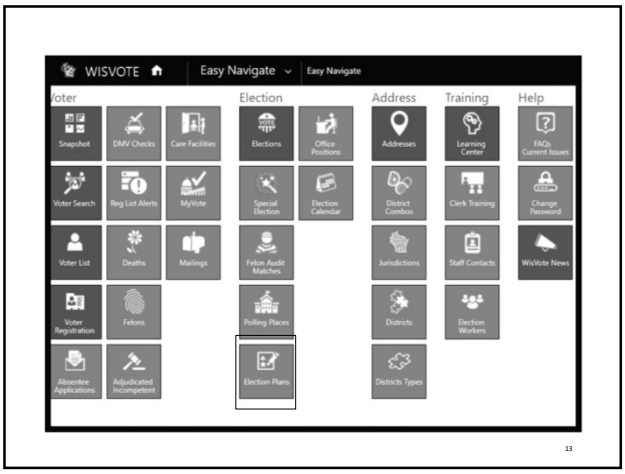
WISVOTE
Easy Navigate
Easy Navigate
Voter
Election
Address
Training
Help
Snapshot
DMV Checks
Care Facilities
Elections
Office Positions
Addresses
Learning Center
FAQs Current Issues
Voter Search
Reg List Alerts
MyVote
Special Election
Election Calendar
District Combos
Clerk Training
Change Password
Voter List
Deaths
Mailings
Felon Audit Matches
Jurisdictions
Staff Contacts
WisVote News
Voter Registration
Felons
Polling Places
Districts
Election Workers
Absentee Applications
Adjudicated Incompetent
Election Plans
Districts Types
13

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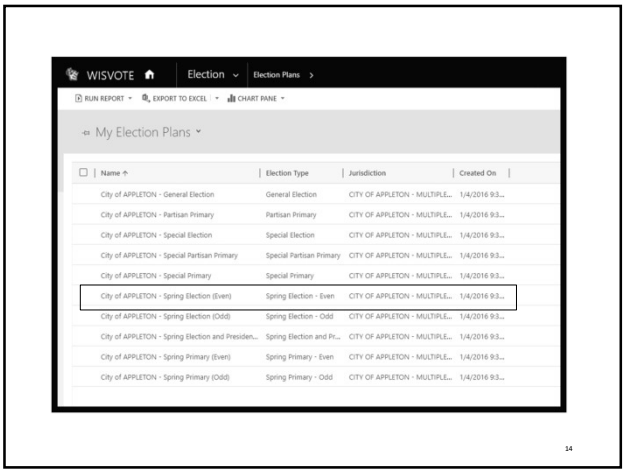
WISVOTE
Election
Election Plans
RUN REPORT
EXPORT TO EXCEL
CHART PANE
My Election Plans
Name
Election Type
Jurisdiction
Created On
City of APPLETON - General Election
General Election
CITY OF APPLETON - MULTIPLE...
1/4/2016 9:3...
City of APPLETON - Partisan Primary
Partisan Primary
City of APPLETON - Special Election
Special Election
City of APPLETON - Special Partisan Primary
Special Partisan Primary
City of APPLETON - Special Primary
Special Primary
City of APPLETON - Spring Election (Even)
Spring Election - Even
City of APPLETON - Spring Election (Odd)
Spring Election - Odd
City of APPLETON - Spring Election and Presiden...
Spring Election and Pr...
City of APPLETON - Spring Primary (Even)
Spring Primary - Even
City of APPLETON - Spring Primary (Odd)
Spring Primary - Odd
14

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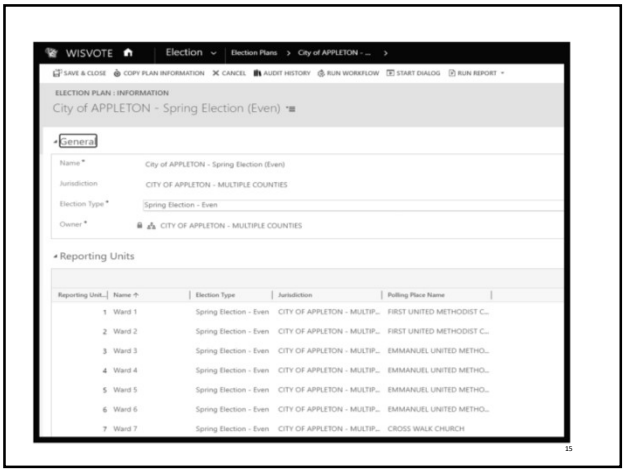
WISVOTE
Election
Election Plans
City of APPLETON - ...
SAVE & CLOSE
COPY PLAN INFORMATION
CANCEL
AUDIT HISTORY
RUN WORKFLOW
START DIALOG
RUN REPORT
ELECTION PLAN : INFORMATION
City of APPLETON - Spring Election (Even)
General
Name *
City of APPLETON - Spring Election (Even)
Jurisdiction
CITY OF APPLETON - MULTIPLE COUNTIES
Election Type *
Spring Election - Even
Owner *
CITY OF APPLETON - MULTIPLE COUNTIES
Reporting Units
Reporting Unit...
Name
Election Type
Jurisdiction
Polling Place Name
1 Ward 1 Spring Election - Even CITY OF APPLETON - MULTIP... FIRST UNITED METHODIST C...
2 Ward 2 Spring Election - Even CITY OF APPLETON - MULTIP... FIRST UNITED METHODIST C...
3 Ward 3 Spring Election - Even CITY OF APPLETON - MULTIP... EMMANUEL UNITED METHO...
4 Ward 4 Spring Election - Even CITY OF APPLETON - MULTIP... EMMANUEL UNITED METHO...
5 Ward 5 Spring Election - Even CITY OF APPLETON - MULTIP... EMMANUEL UNITED METHO...
6 Ward 6 Spring Election - Even CITY OF APPLETON - MULTIP... EMMANUEL UNITED METHO...
7 Ward 7 Spring Election - Even CITY OF APPLETON - MULTIP... CROSS WALK CHURCH
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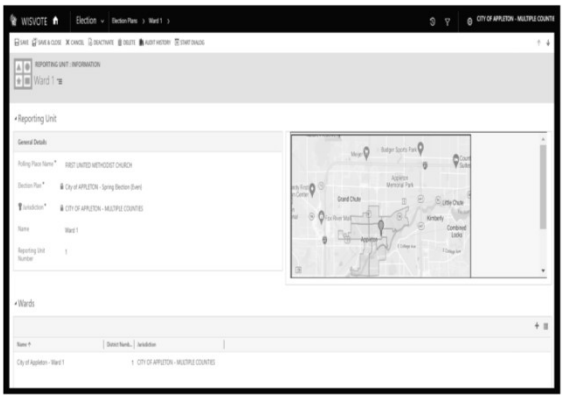

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Contests

Review contests and contact the WEC if there are any errors

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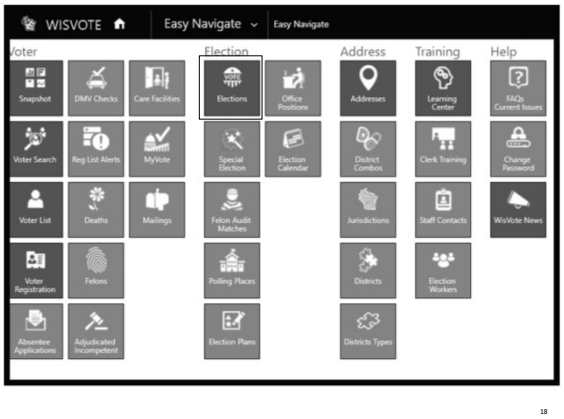

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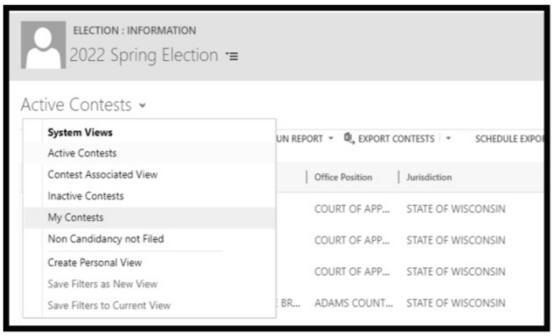

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Ballot Styles

- Review Ballot Styles
  - Automatically created when an election is created
  - Re-generated after Contest Complete Checkpoint checked (if any new contests added)
  - To review Ballot Styles, use “compare” feature from Ballot Styles Associated View

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Ballot Styles

- If the County or State checks the Contests Complete checkpoint AFTER you have renamed your ballot styles, the ballot styles will be regenerated (if any new contests were added) . . . this will clear any previous names entered and you will need to rename them

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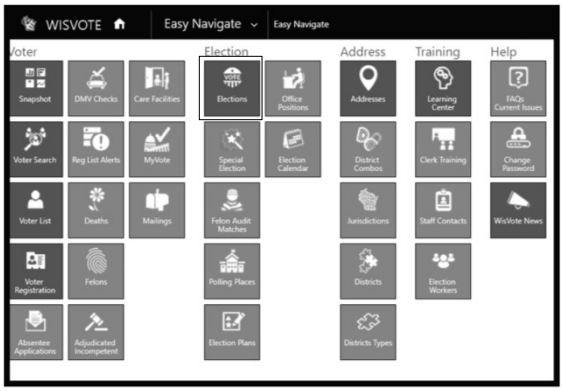

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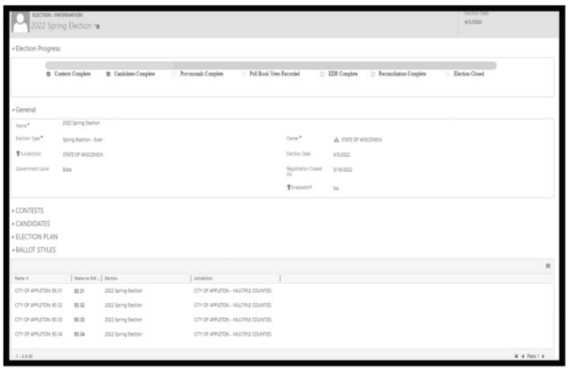

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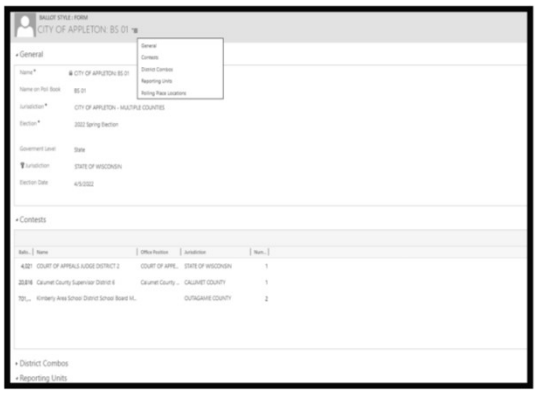

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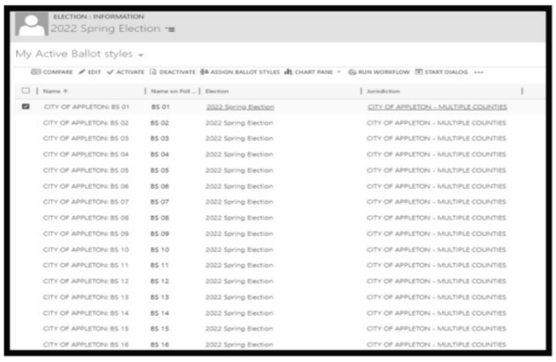

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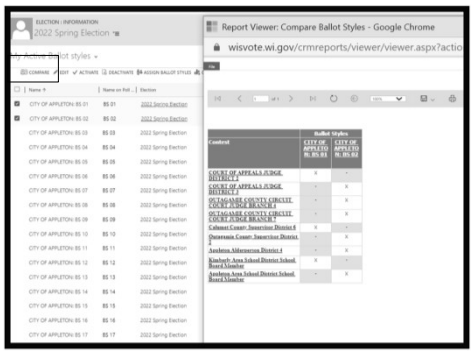

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Data Quality

PRIOR TO PRINTING POLL BOOKS

- Voter Registration List Alerts (duplicate, death, and felon alerts) to ensure accurate voter data
- Conduct DMV checks

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Voter Data Quality

PRIOR TO PRINTING POLL BOOKS

- Duplicate Voter Record Alerts
- Death Alerts
- Felon Alerts
  - Felon Alerts and Ineligible Voter List

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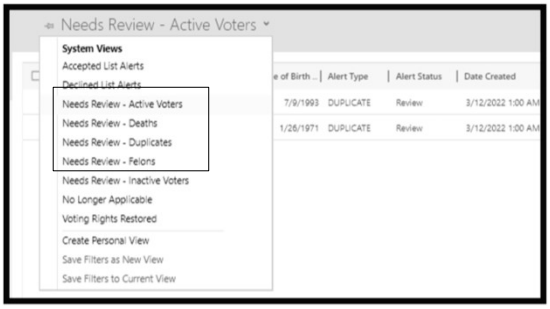

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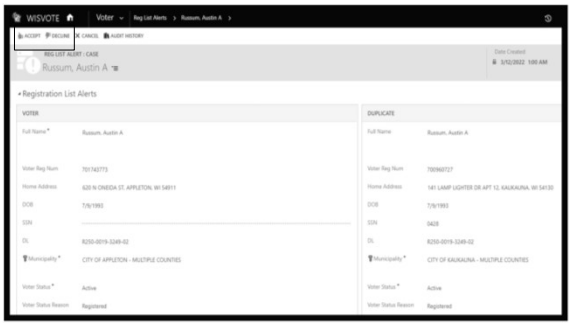

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Voter Data Quality

PRIOR TO PRINTING POLL BOOKS

Running your ineligible voters list.

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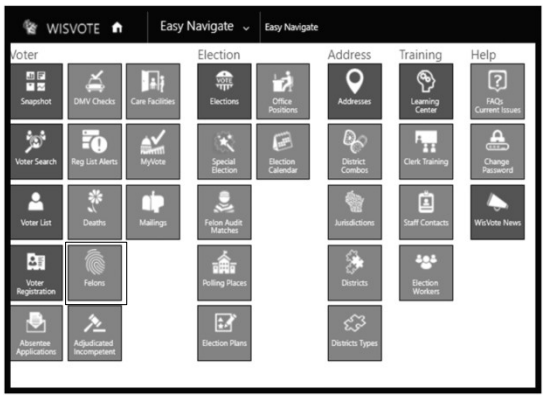

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DMV Checks

- Run any time there is a new voter registration
- Run anytime there is something updated in the Name, DOB, DL, or SSN
- Run on nightly basis
- Run only for data quality, not as a test for voter eligibility

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WISVOTE
Easy Navigate
Easy Navigate
Voter
Election
Address
Training
Help
Snapshot
DMV Checks
Care Facilities
Elections
Office Positions
Addresses
Learning Center
FAQs Current Issues
Voter Search
Reg List Alerts
MyVote
Special Election
Election Calendar
District Combos
Clerk Training
Change Password
Voter List
Deaths
Mailings
Felon Audit Matches
Jurisdictions
Staff Contacts
WisVote News
Voter Registration
Felons
Polling Places
Districts
Election Workers
Absentee Applications
Adjudicated Incompetent
Election Plans
Districts Types
37

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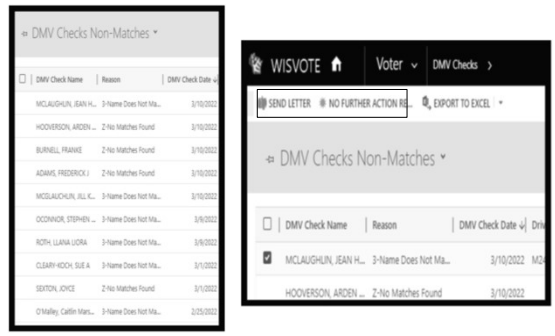
DMV Checks Non-Matches
DMV Check Name
Reason
DMV Check Date
WISVOTE
Voter
DMV Checks
SEND LETTER
NO FURTHER ACTION RE...
EXPORT TO EXCEL
DMV Checks Non-Matches
MCLAUGHLIN, JEAN H...
3-Name Does Not Ma...
3/10/2022
HOOVERSON, ARDEN ...
Z-No Matches Found
38

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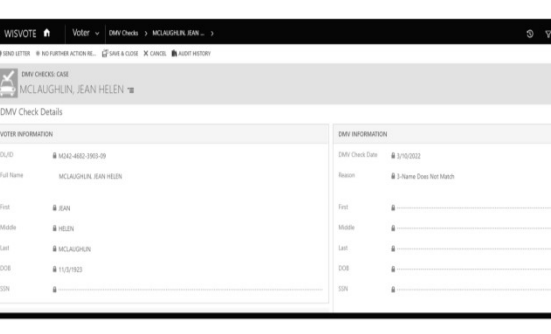
WISVOTE
Voter
DMV Checks
MCLAUGHLIN, JEAN ...
SEND LETTER
NO FURTHER ACTION RE...
SAVE & CLOSE
CANCEL
AUDIT HISTORY
DMV CHECKS CASE
MCLAUGHLIN, JEAN HELEN
DMV Check Details
VOTER INFORMATION
DMV INFORMATION
39

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Poll Book Reminders

- If you rename ballot styles, do so before printing poll books
- If ballot styles have been renamed earlier, check them again before printing poll book
- Recommend that you wait 7 days after close of registration to print poll books

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Ways to Print Poll Books

- Single
- Bundling
  - Generates multiple polls book files with a single request

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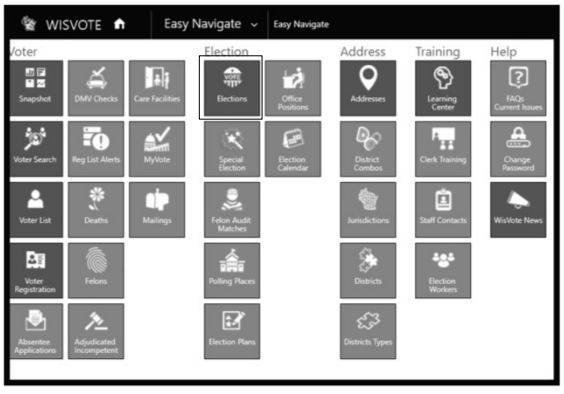

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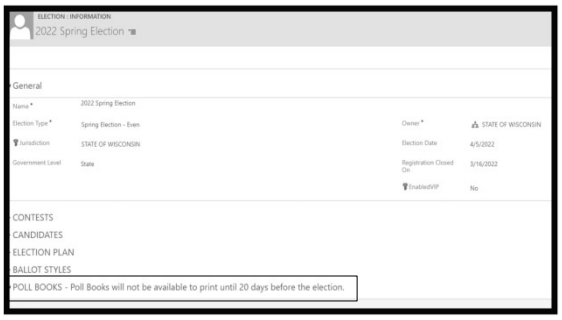
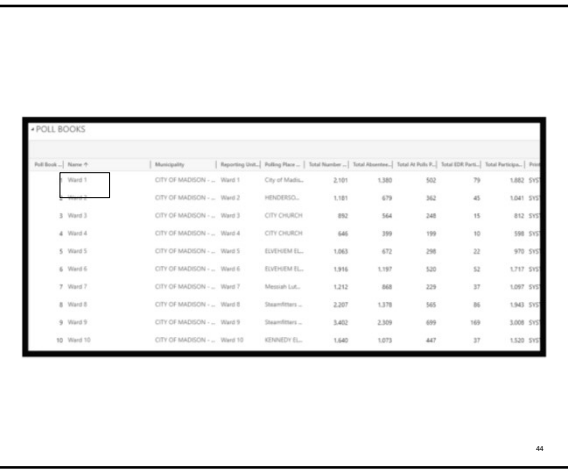
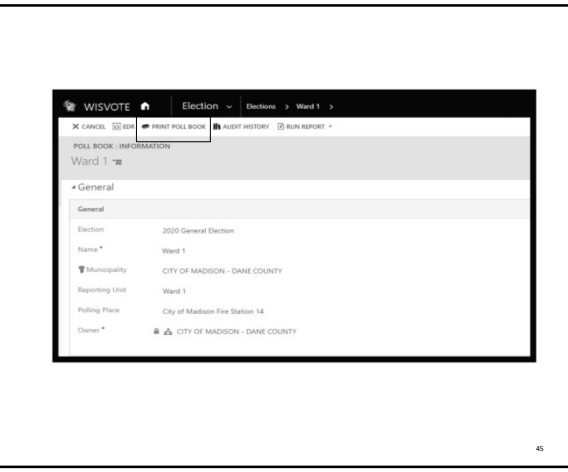

ELECTION : INFORMATION
2022 Spring Election
General
Name *
2022 Spring Election
Election Type *
Spring Election - Even
Jurisdiction
STATE OF WISCONSIN
Government Level
State
Owner *
STATE OF WISCONSIN
Election Date
4/5/2022
Registration Closed On
3/16/2022
EnabledVIP
No
CONTESTS
CANDIDATES
ELECTION PLAN
BALLOT STYLES
POLL BOOKS - Poll Books will not be available to print until 20 days before the election.
43

43


POLL BOOKS
Poll Book ...
Name
Municipality
Reporting Unit...
Polling Place ...
Total Number ...
Total Absentee...
Total At Polls P...
Total EDR Parti...
Total Participa...
1 Ward 1 CITY OF MADISON - ... Ward 1 City of Madis... 2,101 1,380 502 79 1,882
2 Ward 2 CITY OF MADISON - ... Ward 2 HENDERSO... 1,101 679 362 45 1,041
3 Ward 3 CITY OF MADISON - ... Ward 3 CITY CHURCH 892 564 248 15 812
4 Ward 4 CITY OF MADISON - ... Ward 4 CITY CHURCH 646 399 199 10 598
5 Ward 5 CITY OF MADISON - ... Ward 5 ELVEHEM EL... 1,063 672 298 22 970
6 Ward 6 CITY OF MADISON - ... Ward 6 ELVEHEM EL... 1,916 1,197 520 52 1,717
7 Ward 7 CITY OF MADISON - ... Ward 7 Messiah Lut... 1,212 868 229 37 1,097
8 Ward 8 CITY OF MADISON - ... Ward 8 Steamfitters ... 2,207 1,378 565 86 1,943
9 Ward 9 CITY OF MADISON - ... Ward 9 Steamfitters ... 3,402 2,309 699 169 3,008
10 Ward 10 CITY OF MADISON - ... Ward 10 KENNEDY EL... 1,640 1,073 447 37 1,520
44

44


WISVOTE
Election
Elections > Ward 1 >
CANCEL
EDR
PRINT POLL BOOK
AUDIT HISTORY
RUN REPORT
POLL BOOK : INFORMATION
Ward 1
General
General
Election
2020 General Election
Name *
Ward 1
Municipality
CITY OF MADISON - DANE COUNTY
Reporting Unit
Ward 1
Polling Place
City of Madison Fire Station 14
Owner *
CITY OF MADISON - DANE COUNTY
45

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Report Viewer: PollBook - Poll List by Last Name - Google Chrome
wisvote.wi.gov/crmreports/viewer/viewer.aspx?action=filter&helpID=Poll%20List%20by%20Last%
Election: 2020 General Election - 03 Nov 2020
District(s): Ward 1
CITY OF MADISON - DANE COUNTY
City of Madison Fire Station 14
Certification of Administrator
I certify that the attached list is a true and complete registration list of the municipality or the ward or the wards for which the list is prepared.
Meagan Wolfe
Wisconsin Elections Commission Administrator
Certification

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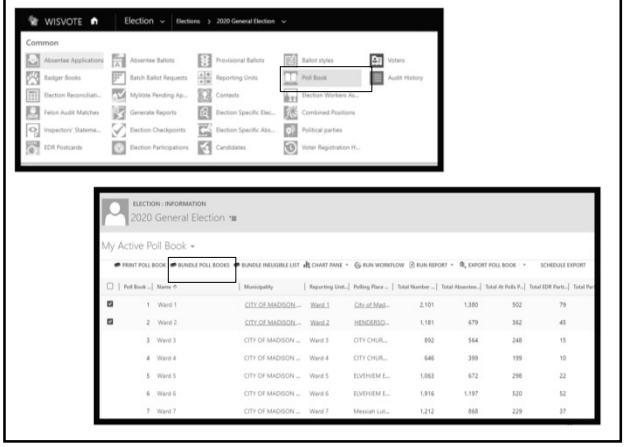
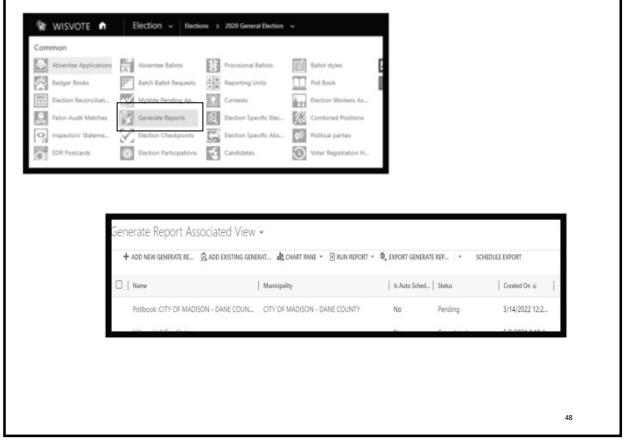

WISVOTE
Election
Elections > 2020 General Election
Common
Absentee Applications
Absentee Ballots
Provisional Ballots
Ballot styles
Voters
Badger Books
Batch Ballot Requests
Reporting Units
Poll Book
Audit History
Election Reconciliati...
MyVote Pending Ap...
Contests
Election Workers As...
Felon Audit Matches
Generate Reports
Election Specific Elec...
Combined Positions
Inspectors' Stateme...
Election Checkpoints
Election Specific Abs...
Political parties
EDR Postcards
Election Participations
Candidates
Voter Registration H...
ELECTION : INFORMATION
2020 General Election
My Active Poll Book
PRINT POLL BOOK
BUNDLE POLL BOOKS
BUNDLE INELIGIBLE LIST
CHART PANE
RUN WORKFLOW
RUN REPORT
EXPORT POLL BOOK
SCHEDULE EXPORT

47


WISVOTE
Election
Elections > 2020 General Election
Common
Generate Report Associated View
ADD NEW GENERATE RE...
ADD EXISTING GENERAT...
CHART PANE
RUN REPORT
EXPORT GENERATE REP...
SCHEDULE EXPORT
Name
Municipality
Is Auto Sched...
Status
Created On
Pollbook :CITY OF MADISON - DANE COUN...
CITY OF MADISON - DANE COUNTY
No
Pending
3/14/2022 12:2...
48

48

Absentee Applications, Ballots, and Printing

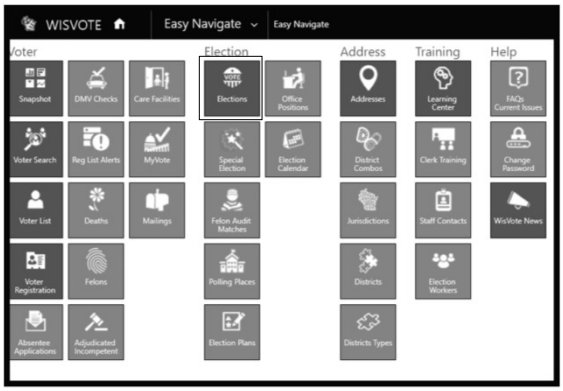
The WisVote workflow

Trouble Shooting

Printing labels

49

49



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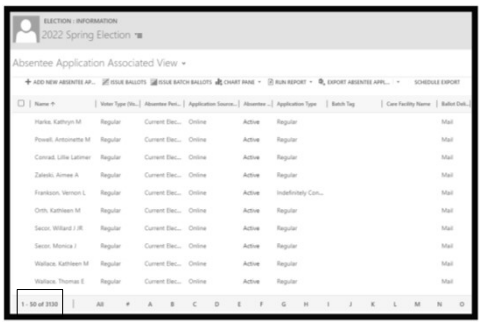

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Why are the numbers different?

- Absentee Applications tile has all applications for every election. We call these the “Parent” applications. Parent applications then create “Child” applications that get pulled into the specific election.
- Was an Indefinitely Confined cleanup performed and were the removed applications also deactivated in the Absentee Application tile?
- Are the Contest and Candidates Complete checkpoints selected with the municipality and the County?

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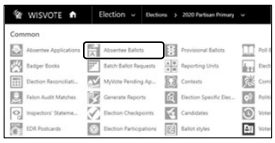
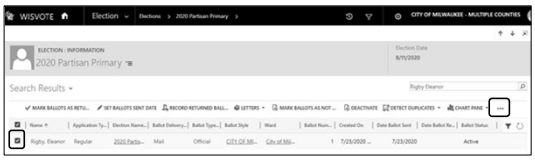
Issuing Ballots and Printing Labels





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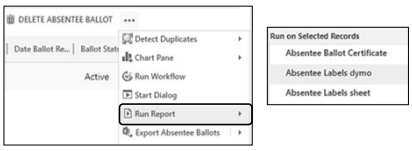
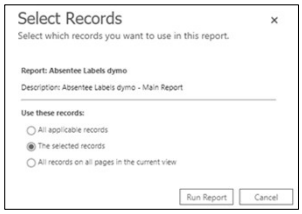


Do NOT select "All applicable records"



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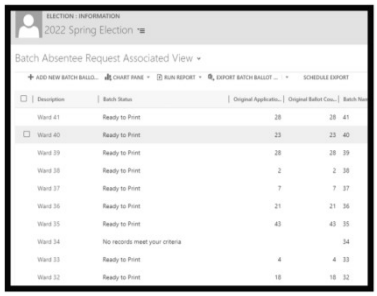

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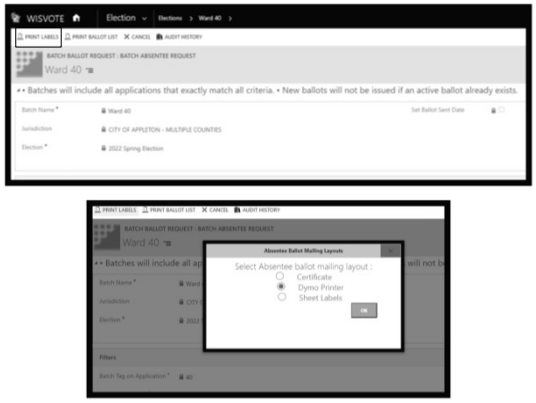

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MyVote!

- Online registration ends at 11:59 on Wednesday, March 16th.
- Spring election Absentee applications ends at 5:00 PM on March 31st.
- Military Absentee requests ends at 5:00 PM on April 1st.

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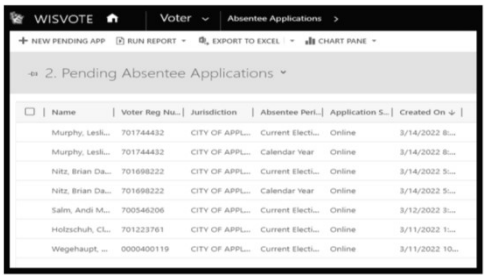

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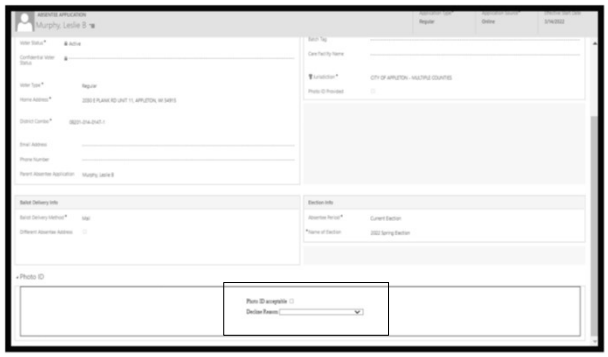
Murphy, Leslie B
Photo ID
Photo ID acceptable
Decline Reason

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